



Employee Services Division

Office of Oceanic and Atmospheric Research (OAR)

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"The only difference between success and failure is the ability to take action."

IMPORTANT REMINDERS

01. Click [here](#) for ePar form

02. Monthly HR Liaison Meeting – 2/3/2021 @ 2pm

03. Enterprise Services – Helpful [SOPS](#)

CAPS PERFORMANCE MANAGEMENT

RIF Credit Reports can be retrieved in PPS by Pay Pool Managers while the system is temporarily open. **PMTS** for **FINAL FY20** and **IMPLEMENTATION FY21** Performance Plans are due in Google Folder. CFO's combined final report will be submitted to OHCS next week.

AWARDS

- The Outstanding Scientific Paper submission deadline is **2/1/21**. Please click this [link](#) to access the nomination form. **Please note:** Directors must submit the name of a minimum of 2 not to exceed 3 expert reviewers for each category of submission at the time of nomination. Directors will need to reach out to reviewers in advance to confirm they are willing to participate.
- The Administrators and Technology Transfer Awards submission deadline is **3/12/21**. Please click [here](#) to access the Administrators nomination form. Please click [here](#) to access the Technology Transfer nomination form.
- The Bronze Medal and Distinguished Career Awards submission deadline is **5/3/21**. Please click [here](#) to access the Bronze Medal nomination form. Please click [here](#) to access the Distinguished Career nomination form.
- **DO NOT** send nominations in Google docs or PDF. They will not be accepted and can result in being disqualified. Submit nominations in **Word Docs ONLY**. Nominations should be submitted to oar.awards@noaa.gov.

PATHWAYS

Labs or Programs who requested a 2021 SIP must complete a recruitment package in RADS no later than **Friday, January 22, 2021**. Questions concerning the Summer Intern Program can be directed to oar.student.opps@noaa.gov.

EMPLOYEE SERVICES DIVISION

Director – Andrea Arnold

Employee Recruitment & Strategy Team

Tim Ash Scott
Gretchen Church
Elizabeth Haefeli
Victor Villones

Employee Development & Recognition Team

SheRee Lee
Gerry Coffee
Keeli Otto
Antoninette Griffin



TIME AND ATTENDANCE

This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2nd Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.

TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments.

SUPERVISOR CORNER

Management Skills for New Supervisors (MSNS):

- February 8-12, 2021 and July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

HR OPERATIONS

W-2 Wage and Tax Statement: In January 2021, the 2020 Internal Revenue Service Form W-2, Wage and Tax Statement, will be mailed to all employees. This is a reminder to verify your address prior to the end of the year, using your [Employee Personal Page \(EPP\)](#). You may elect to receive (and print) your W-2 electronically via EPP, and you may also use EPP to import your information into TurboTax or At Home. Please confirm your mailing address in EPP to ensure you receive your W-2.

OAR LEARNING

NOAA Supervisor Webinars

- The Power of Persuasion – 1/28/2021
<https://attendee.gototraining.com/r/7900471942623121153>
- Performance Improvement Plans (PIPS) – 2/23/2021
<https://attendee.gototraining.com/r/7539935483690854145>

If you missed any of the webinars, you can find the recordings at the bottom of the [Supervisor Webinars](#) page on the Commerce Learning Center (CLC).

- L·A·N·T·E·R·N opportunities can be advertised 24/7, 365 days a year, so there will be no more waiting for annual or bi-annual cycles! To learn more about the new program, plan to attend an overview and demonstration on Tuesday, January 26, 2021, 2-3:30 pm ET. [Registration Link](#)



Develop your consulting skills to provide the highest level of customer service at NOAA. This collection of six courses includes a 4-step consulting model and tools you can use to provide a consultative approach to customer service delivery, for both internal and external customers. These courses are collected into a "curriculum"; to locate the curriculum on the [CLC](#), search for *Consulting Model*, and then click on *Open Curriculum*. In sequence, click the *Launch* button for each course.

HELPFUL LINKS

[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Opportunity Submission Form](#)

[Open OAR Detail Opportunities](#)

Leave Restoration Requests: If extenuating or special circumstances (such as sickness or administrative error) prevented employees from using "use or lose" annual leave, it may be eligible for leave restoration. All leave restoration requests will be due in the [Enterprise Services Portal](#) on March 31, 2021. For more information, you can check out the Leave Restoration Quick Reference Guides (QRG) for [employees](#) and [managers](#).